

resource library

one: searching for jobs



**CAREER
DEVELOPMENT**

searching for jobs

- 01 how to land your internship
- 02 suggested timeline for internships
- 03 internship and job searching websites
- 04 macaulay portal exclusive access
- 05 avoiding scams
- 06 protections for interns in the workplace
- 07 salary tools

how to land your internship



vault You can find all these resources and more at www.Vault.com.

Vault is a comprehensive career resource that enables you to research employers and industries, gain career advice, and apply to jobs and internships. Whether you are just exploring possible career paths or are ready for an interview, Vault can help. Take advantage of your FREE MACAULAY ACCESS to the trusted Vault resource by clicking [here!](#)

suggested timeline for internships

freshman

fall

- Create a résumé and general cover letter and review. Seek assistance at the Career office in your school and/or your advisor.
- Begin discussing career options with advisors, professors, and the Career office.
- Attend workshops (e.g. professional etiquette, interviewing, networking, and others) and information sessions on campus and at Macaulay.
- Begin exploring options for Spring and/or Summer internships. Many programs have September or November deadlines.
- Attend a Career Fair at Macaulay and continue exploring your options and practice your networking skills.

spring

- Begin applying to summer internships by February. Note: As mentioned above, that some industries have many deadlines that are in the Fall.
- Attend professional etiquette, interviewing, networking, and other workshops on campus and at Macaulay.
- Explore Student Clubs, Activities, and Projects on campus and at Macaulay.
- Join the “Macaulay Honors College Student Network” group on LinkedIn and follow “Macaulay Honors College at The City University of New York” university page.

summer

- Intern or complete a research project in a field you are considering.
- Begin applying for Fall internships in June.

sophomore

fall

- Update your résumé.
- Attend Career Fairs at Macaulay or your home campus.
- Begin exploring options for Spring and/or Summer internships. Many programs have September or November deadlines.
- Conduct informational interviews with professionals in the field you are considering.
- Consider participating in the Macaulay Student-Alumni Career Mentoring Program Alumni-Mentoring Program at Macaulay.
- Undertake career counseling on your campus.
- Attend workshops (e.g. professional etiquette, interviewing, networking, and others)

spring

- Intern or complete a research project in a field you are considering.
- Attend professional etiquette, interviewing, networking, and other workshops on campus and at Macaulay.

summer

- Intern or complete a research project in a field you are considering.
- Begin applying for Fall internships in June.

junior

fall

- Update your résumé.
- Begin exploring options for Spring and/or Summer internships. Many programs have September or November deadlines. Junior year internships often lead to employment offers.
- Continue career counseling/exploration.
- Conduct informational interviews with professionals in the field you are considering.
- Consider participating in the Macaulay Student-Alumni Career Mentoring Program Alumni-Mentoring Program at Macaulay.
- Attend Career Fairs or Graduate School Fairs at Macaulay or at your home campus.

spring

- Intern or complete a research project in a field you are considering.
- Network with contacts from previous internships, jobs, and research experiences. Let them know you are completing your junior year. Give them a status update.

summer

- Intern in your chosen field. Many employers will hire junior year interns after graduation.
- Begin applying for Fall internships in June.

senior

fall

- Update your résumé.
- Begin applying for full-time employment or applying to graduate school.
- Network with contacts from previous internships, jobs, and research experiences. Let them know you are graduating this year.
- Attend Career Fairs at Macaulay or your home campus.
- Join the Macaulay Honors College Alumni Network group on LinkedIn.

spring

- Continue with employment and graduate school applications.
- Attend networking events on campus and at Macaulay.

summer

- Begin work or graduate school. If you have not solidified your plans after graduation, always know that you can speak to your Advisor or Career Services at Macaulay and/or your home campus to develop a plan of action. Note: Macaulay offers life-time services for alumni.

Students are encouraged to participate in as many internship and research experiences as possible throughout college.

internship and job searching websites

Use these websites to help you search for a job or internship. Looking on different websites increases your chances for landing that job!

general job search websites

LinkedIn - [linkedin.com](https://www.linkedin.com)

LinkedIn is a multi-purpose tool. It is an online resume, a research tool, a networking database, a job board, a source of industry news, a salary calculator, and more.

Indeed - [indeed.com](https://www.indeed.com)

SimplyHired - [simplyhired.com](https://www.simplyhired.com)

Monster - [monster.com](https://www.monster.com)

CareerBuilder - [careerbuilder.com](https://www.careerbuilder.com)

LiveCareer - [livecareer.com](https://www.livecareer.com)

These websites are the most commonly used job boards that regularly post jobs and internships.

job search by industry

Accounting - [accountingjobstoday.com](https://www.accountingjobstoday.com)

Publishing & Journalism - [bookjobs.com](https://www.bookjobs.com)

Computer Science - [dice.com/jobs](https://www.dice.com/jobs)
[underdog.io](https://www.underdog.io)
[triplebyte.com](https://www.triplebyte.com)

Engineering - [engineerjobs.com](https://www.engineerjobs.com)
[engineering.com/jobs](https://www.engineering.com/jobs)

Museums & Art Galleries - [nyfa.org/jobs](https://www.nyfa.org/jobs)
[aam-us.org/resources/careers](https://www.aam-us.org/resources/careers)

Pre-Law - [abaforlawstudents.com/start-your-legal-career/entry-level-legal-jobs](https://www.abaforlawstudents.com/start-your-legal-career/entry-level-legal-jobs)

Public Relations & Marketing - [mediabistro.com](https://www.mediabistro.com)

Health Sciences - [careervitals.com](https://www.careervitals.com)

Federal Jobs - [usajobs.gov](https://www.usajobs.gov)

Non-Profits - [idealists.org](https://www.idealists.org)

Academia & Higher Education - [higheredjobs.com](https://www.higheredjobs.com)

Start-Ups - [uncubed.com/jobs](https://www.uncubed.com/jobs)

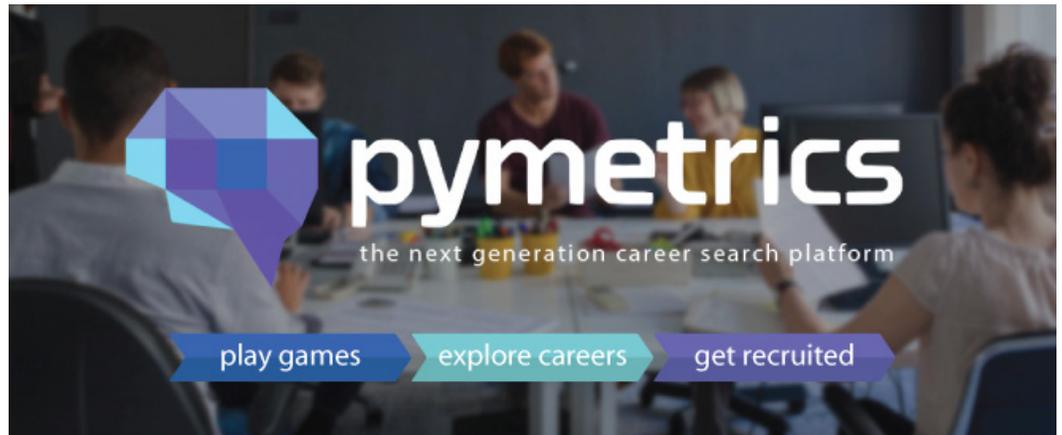
macaulay portal exclusive access

Being a student or alumni of Macaulay grants you free access to these amazing resources.

Pymetrics

Pymetrics

Pymetrics uses neuroscience-based games to identify cognitive and emotional traits in users and match them with careers based on their trait profile. They also match students to industries and companies based on how similar their profile is to high performers in those industries and companies. Play some games and get hired!



Vault

Vault

Vault is a comprehensive career resource that enables you to research employers and industries, gain career advice, and apply to jobs and internships.



avoiding scams

below are our essential tips on how to avoid a job posting scam:

Although the majority of internships and jobs posted on CareerPath and other job search sites are legitimate, it is important for students to know the signs to look out for in order to avoid being scammed.

Please notify us should there be any concerns. Being notified by students about negative internship/job experiences allows us to prevent other students from applying and to assist you in handling the situation.

- Employers should not contact you from a personal email.
- Do not give your social security number or other personal information before being hired.
- Do not give your personal bank account, PayPal account, or credit card numbers to a new employer.
- Do not agree to have funds or paychecks direct deposited into any of your accounts by a new employer—you should know them first. (Most employers give the option of direct deposit or a paycheck, and make these arrangements during your first day or week of actual employment, on site—not before.)
- Do not forward, transfer, send by courier (EX: FedEx, UPS), or "wire" any money to any employer, for any employer, using your personal accounts(s).
- Do not transfer money and retain a portion for payment.
- Do not respond to suspicious and/or "too good to be true" unsolicited job emails.
- Do not sign an employment contract before getting advice.
- In general, applicants do not pay a fee to obtain a job (but there are some rare exceptions—so be careful, and consult with a professional at your Career Center first). If you have already applied to a similar position DO NOT respond to any email and please disregard any contact for this position.

If you have already responded and received any documentation including checks:

- Report this immediately to YOUR BANK and internships@mhc.cuny.edu
- DO NOT deposit and/or cash any checks! CUT OFF ALL contact and DO NOT respond to future emails/contact for this position.

Job & internship listings on Macaulay's CareerPath portal are for the convenience of students and alumni only. Macaulay Honors College has no affiliation with these employers and can make no representation or guarantees concerning positions listed.

protections for interns in the workplace

how to file a complaint:

If you believe that you have been subjected to discrimination at your unpaid internship based upon your age, race, creed, color, national origin, sexual orientation, military status, sex, disability, genetic predisposition or carrier status, marital status, or domestic violence victim status, you can file a complaint with the New York State Division of Human Rights.

A complaint must be filed with the Division within one year of the alleged discriminatory act. Interns are protected with regard to harassment and other forms of unlawful discrimination occurring on or after July 22, 2014. You may also file a complaint directly in court, but may not file both with the Division and in court.

For more information or to file a complaint, you may contact the regional office nearest to your home or workplace, or visit our website at: www.dhr.ny.gov.

some examples

Q: At the law firm where I intern, employees make sexual comments and tell dirty jokes, which make me uncomfortable. Some of the comments are about me and the other interns, and I find it hard to do my work. What can I do?

A: Conduct that creates an intimidating or offensive work environment for an intern is unlawful. You can report the harassment through the employer's human resources department and consider filing a complaint with the Division of Human Rights or in court.

Q: I saw an ad for an internship which states that they are seeking a candidate with an "all-American look." Is this permissible?

A: It is unlawful for a business to print or circulate any statement, advertisement or publication, or that expresses directly or indirectly, any limitation, specification or discrimination based on race, national origin, disability, sexual orientation or any other protected basis.

protections for unpaid interns in the workplace

The New York State Human Rights Law was amended, effective July 22, 2014, to protect unpaid interns from harassment and other forms of unlawful discrimination in the workplace.

Interns are now protected against discrimination based upon age, race, creed, color, national origin, sexual orientation, military status, sex, disability, genetic predisposition or carrier status, marital status, or domestic violence victim status.

Further, interns who oppose discrimination or file complaints of discrimination are protected from retaliation.

If an individual is denominated an "intern" but paid, that person will likely be considered a regular employee under the Human Rights Law.

The Law applies to all employers with four or more employees.

—Adapted from "Protections for INTERNS in the workplace" with the kind permission of the Division of Human Rights to distribute it to our students.

who is an intern?

As used in the Human Rights Law, "intern" means a person who performs work for an employer for the purpose of training under the following circumstances:

- a. the employer is not committed to hire the person performing the work at the conclusion of the training period;
- b. the employer and the person performing the work agree that the person performing the work is not entitled to wages for the work performed; and
- c. the work performed: (1) provides or supplements training that may enhance the employability of the intern; (2) provides experience for the benefit of the person performing the work; (3) does not displace regular employees; and (4) is performed under the close supervision of existing staff.

protected areas under the law

Unpaid interns are protected with regard to the following areas:

- selection, retention and the terms, conditions and privileges of the internship;
- discrimination in receiving, classifying, disposing or otherwise acting upon applications for internships;
- advertising and inquires, making it unlawful to "print or circulate or cause to be printed or circulated any statement, advertisement or publication, or to use any form of application or employment as an intern or to make any inquiry in connection with prospective employment, which expresses directly or indirectly, any limitation, specification or discrimination";
- retaliation for opposing discrimination;
- pregnancy discrimination.

interns and sexual harrassment

Sexual harassment is prohibited as a form of sex discrimination under the New York State Human Rights Law.

Interns are specifically protected where an employer engages in unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made (either explicitly or implicitly) a term or condition of the intern's employment;
- submission to, or rejection, of such conduct by the intern is used as a basis for decisions affecting such intern;
- or such conduct has the purpose or effect of interfering with the intern's work performance, by creating an intimidating, hostile or offensive working environment.

other harrassment prohibited

The Human Rights Law forbids harassment on any covered basis. Specifically, it is an unlawful discriminatory practice to subject an intern to harassment based upon age, race, creed, color, national origin, sexual orientation, military status, sex, disability, genetic predisposition or carrier status, marital status or domestic violence victim status, where such conduct has the purpose or effect of interfering with the intern's work performance by creating an intimidating, hostile or offensive working environment.

salary tools

Students are often nervous about approaching the salary question. Below are some tools you can use to calculate average salaries.

[link here](#)

The NACE salary calculator gives free salary results based on college, location and other factors for analysis.

Job Seekers Salary Calculator

Complete all menus on the salary calculator.

Select the State where you are seeking employment.

Select the region within the state.

Type in occupation - do not cut & paste entry
 [\(Click here for occupation details\)](#)

Number of years of relevant work experience for this occupation

Select the highest level of education that you have achieved.

Salary Data Results

Your salary data output values, seeking employment as **Chemical Engineers** in **New York-Jersey City-White Plains, NY-NJ Metropolitan Division**.

There are **670** persons employed as **Chemical Engineers** in **New York-Jersey City-White Plains, NY-NJ Metropolitan Division**.

Starting salaries (The 10th percentile) for this occupation are **\$49180**

The median salary for this occupation is **\$89180**.

The top earners for this occupation have an annualized salary of **\$133910**

Based upon the information that you have provided, the market will likely offer you an annual salary of approximately **\$59600**. The above figures represent monetary compensation only, and do not include any other forms of compensation, such as: benefits, overtime or bonus pay. [Refresh the program](#)

To access the same salary data used by over 5,000 corporate recruiters and HR Executives, go to our [Employers Salary Calculator - S25](#) for the most reliable salary data.

others

Glassdoor - [glassdoor.com](https://www.glassdoor.com)

Glassdoor is a great resource for researching what employees are anonymously saying about companies, salary information, and interview questions. It also has a job search function.

GuideStar - [guidestar.org](https://www.guidestar.org)

GuideStar is the world's largest source of information on nonprofit organizations.